

PUBLIC WORKS TRUST LOAN FUND
QUARTERLY REPORT
For Quarter Ending:_____ (date)_____

Client Name:_____

Contract Number_____

Project Title _____

Contact Person_____Email_____Phone_____

Project Scope of Work Timelines

Deadline for Contract project completion and closeout _____

Please contact your Client Service Representative as soon as possible if the above Contract project completion date cannot be met.

Project Activity Status To Date

	Start Date	Completion Date
Cultural/Historical Review		
Planning		
Design/Engineering		
Right of Way		
System Acquisition		
Environmental Review		
Permits Obtained		
Bid Docs Prepared		
Construction Contract Awarded		
Construction Started		
Project In Use		

Please estimate the overall project progress to date (check one):

0% ☐ 10% ☐ 20% ☐ 30% ☐ 40% ☐ 50% ☐ 60% ☐ 70% ☐ 80% ☐ 90% ☐

Comments/Changes

1. Please describe the project progress over the last three months:

2. Describe (if any) issues or difficulties encountered over the last three months:
 - a) Does the Contract project scope of work need to be revised (check here): ☐

3. Project is complete, please send closeout report (check here): ☐

Please submit Quarterly Report by: _/_/_

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Quarterly reports can be completed online: http://www.pwb.wa.gov/qrt_PWTF.asp

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